



CALL FOR PRESIDING OFFICERS – BALLOTING AND ELECTORAL SERVICES (BES)

The Balloting and Electoral Services department at EISA is looking for Presiding Officers in all provinces in South Africa to support EISA and be available to work on an “as and when required” basis when BES roll out election projects. During these short-term contracts, presiding officers will be deployed to polling stations to oversee and manage the pre-election, during the election and post-election phases. EISA offers a modest daily electoral fee.

During the short-term deployment contract, the responsibilities of the presiding officer include:

- Reporting to the chief presiding officer
- Carrying out all duties in line with sound electoral principals
- Ensuring that the necessary election material and equipment needed for the election are in place
- Ensuring the readiness of the polling station
- Supervision of the electoral staff at the polling station
- Good interaction with all role players
- Ensuring good recordkeeping and administration
- Attending meetings as and when required relating to the election
- Announcing the preliminary election results
- Writing and submitting an election report to the chief presiding officer
- Any other official duties assigned by the chief electoral officer

Qualifications and key competencies:

- A matric qualification
- A valid South African driver's license
- Some minimum administrative, organisational, and communication skills, attention to detail, and competence in the use of a variety of general office computer software (MSWord and Excel);
- Excellent command of English and preferably another South African language
- Interest in election related issues
- The ability to travel and work over weekends
- Experience in managing a polling station an advantage
- The ability to manage a team, work with minimal supervision and respect for timelines
- Ability to observe confidentiality
- Facilitation skills and ability to engage all role players
- Must be non-partisan and not hold any political party position

To apply send in a CV (2 pages), copies of academic certificates and a covering letter stating your motivation for the application. Only short-listed candidates will be contacted for an interview. EISA reserves the right not to appoint. The contract is open to South African residents only. Applications must be sent to Ms Riana Henley, at riana@eisa.org **by 19h00, Friday, 18th October 2019**. For more information about EISA visit www.eisa.org.za.